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## OFFICE OF TRAINING

NOTICE  
NO. 12-61

3 May 1961

SUBJECT: Program for OTR Use of the RCA 501

## 1. POLICY

In order to keep pace with the growing volume of OTR records and with the need for rapid exploitation of these records, it is essential that OTR make the most effective use possible of automatic data processing (ADP) facilities available to it. To this end, OTR use of these facilities will conform to a "Program for OTR Use of the RCA 501," effective at once, and comprised of the following basic elements:

- a. Direction, guidance and coordination by the Plans and Policy Staff
- b. Development of requirements by OTR Schools and Staffs
- c. Technical support provided by the Assessment and Evaluation Staff

The following paragraphs will present in greater detail the assignment of responsibilities and functions and a basic outline for use of the RCA 501.

## 2. RESPONSIBILITIES

- a. The Chief, Plans and Policy Staff, OTR shall serve as the principal staff officer to the Director of Training for direction, coordination, and guidance of the OTR program for use of ADP systems. He will provide, with OTR School and Staff assistance, necessary information to the DTR for coordination of OTR ADP activity with that of other components, and for appropriate fiscal and personnel planning.
- b. The OTR School and Staff Chiefs are each responsible to the DTR, through Chief, PPS, for development of specific plans and requirements for ADP support of their respective OTR activities.
- c. Chief, PPS and other OTR School and Staff Chiefs may call upon the OTR Education Committee as an ad hoc ADP committee for exploration of new areas of possible use of the RCA 501 and other ADP systems in Agency training activities (including management gaming, student "in-box" analysis and scoring, etc.) and for informal coordination of ADP requirements.

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JOB NO. BOX NO. FLD NO. DOC NO. NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 22  
NEXT CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 22  
NO. PGS 5 CREATION DATE 11 ORG COMP 11 CPL 11 ORG CLASS S  
REV CLASS C REV COORD AUTH: HR 70-3

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d. The Registrar, OTR:

- (1) will be responsible for maintaining the Agency Training Record and training records on individual employees, supporting his activity through the use of the RCA 501 and other automatic data processing systems as necessary for maximum efficiency. With exceptions to be specified by the Director of Training, the record will include:
  - (a) OTR courses
  - (b) Language training (internal and external, regular courses and VLEP, tutorial, data required in support of Language Development Program).
  - (c) Tested language proficiency (supporting Language Qualification Register of Office of Personnel)
  - (d) Component-conducted training
  - (e) Special tutorial training (other than Covert Training)
  - (f) External training
  - (g) Training costs and other information required
  - (h) Yet to be determined: self-sponsored external training, military reserve training, training for dependents, training support to U.S. Armed Forces, and training for other U.S. agencies.
- (2) will develop an initial proposal of OTR's requirements with respect to RCA 501 output of the training record (e. g., forms, types, and amounts of data; time factors for input and output; manner of presentation and printing; purposes of retrieval; relationships between factors; examples; etc.). The proposal will be in three parts, as follows:
  - (a) Ideal: the full range of information and relationships which the Registrar conceivably could want for the widest variety of purposes and even for remote possibilities
  - (b) Essential: information and relationships which, based upon experience and repeated inquiry among consumers, is the minimum necessary for the needs of the Registrar in operating under normal non-manual circumstances

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- (c) Excepted: specific items of information which possibly might seem to be a part of the training record but which should not be in the automated record because they are unaccredited, irrelevant, incomplete, unevaluated, or otherwise not suitable for reasons to be stated in the Registrar's proposal.

c. The Chief, Assessment and Evaluation Staff:

- (1) will activate the OTR ADP unit, establish arrangements for the cooperation of Agency ADP officials, obtain the assistance of non-OTR ADP programmers as necessary, and initiate final systems analyses and programing of OTR requirements for RCA 501 service. Provision will be made for as yet unknown OTR requirements (other than the Registrar's training record and A&E's RCA 501 activity presently underway).
- (2) with C/PPS' assistance, will periodically recast estimates of workloads, equipment requirements (flexowriters and verifiers, possible IBM equipment), and personnel requirements for both initial input into the RCA 501 and later normal input.
- (3) will:
  - (a) Continue to serve as the office of record within OTR for training reports, in conjunction with A&E information.
  - (b) Provide advice and assistance as necessary to all OTR components with respect to planning and accomplishing specific uses of automatic data processing to meet the needs of OTR components.
  - (c) Continue to support his own assessment and evaluation activities through the use of IBM equipment, the RCA 501, and other ADP systems as necessary.

3. ADDITIONAL PROCEDURAL GUIDANCE FOR ACTIVATION OF THIS PROGRAM

- a. At an early stage of the programing for this project, the Registrar and the Chief, A&E Staff, will conduct a review of the exact amounts of training and language proficiency information to be presented on

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Biographic Profiles by the RCA 501 for the Qualifications Analysis Branch of the Office of Personnel. The purposes of the review will be:

- (1) To verify that the planned amounts and types of data give adequate and exact training information to the Career Panels and Boards, and to the many operating officials who will use the Biographic Profiles to guide their decisions (including training and career development decisions)
  - (2) To ensure that OTR's RCA 501 programming, and its input and retrieval coding and procedures, are completely integrated and compatible with the programming of the Qualifications Branch, OP, for the mutual benefit of the two components concerned
- b. In preparing for the input of information for the RCA 501:
- (1) The Chief, A&E Staff, in consultation with the Registrar, will design the code cards and forms which present edited information to be placed into the data processing system.
  - (2) The Registrar will establish procedures whereby training information is reported to the Registrar by OTR and other components.
  - (3) The Registrar will complete the code cards or forms as necessary, and will give them to the A&E Staff.
  - (4) The Chief, A&E Staff, will edit coded training information as necessary; will prepare the final RCA 501 input material by the use of flexowriters, IBM key punch equipment (reportedly more desirable than flexewriter for some input), and verifiers; and will accomplish the actual input into the RCA 501.
  - (5) C/AES will ascertain from the Registrar the blocks and controls which should be incorporated into the programming and which would prohibit the release of certain OTR information from the RCA 501 memory banks without Registrar approval.
  - (6) C/AES will arrange the programming in such a way as to permit the desired degree of direct input of information on existing IBM cards at the time of conversion from IBM to RCA 501.

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c. The A&E Staff's ADP unit will review the Registrar's initial proposed RCA 501 requirements for the training record, and will:

- (1) Conduct a preliminary systems analysis to verify the general feasibility and suitability of programming the desired input and retrieval for the RCA 501
- (2) Provide estimates of costs, time, and manpower differences between the "ideal" and the "essential" proposals, item-by-item, in order to provide a basis for decision concerning the scope of the project

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MATTHEW BAIRD  
Director of Training

Distribution:  
OTR - Key 1C

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